Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and **two weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: 9/20/23

Field Trip Information

Applicant Name: T. Kessler	**Method of Transportation:** Coach Bus
School: BA	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): Band Students	**Number of Students:** 48
Date(s) of Trip: April 4, 2024	**Number of Day(s) of Trip:** 1
Event: Boston Symphony Orchestra HS day	
Destination: Symphony Hall , Boston	**Phone Number:** (888) 266-1200
Address (for each destination): 301 Mass. Ave Boston	**State:** MA
Time of Departure From School: 7AM **Time of Arrival Back at School:** 5PM	**Special Clothing and/or Equipment Required:** None

Student Cost Information

***Cost to Student:** $ 100	**Suggested Student Pocket Money:** $ 20

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Tkessler	**Cell Phone:** [redacted]
2. **Name:** LKessler (wife)	**Cell Phone:** [redacted]

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Additional chaperones TBD

Administrator Signatures

Applicant Signature T Kessler

Administrator's Signature Amy Bigue ☑ **Recommended** ☐ **Not Recommended**

Superintendent's Signature ☑ **Recommended** ☐ **Not Recommended**

Board of Education (if applicable)

Board of Education Meeting Date:	☐ **Recommended** ☐ **Not Recommended**

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): Boston Symphony Hall

Reference Check: Visited site on:_____ *or* Spoke with: _____

Name: T Kessler **Grade/Group:** 9-12
(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☑ Yes ☐ No
- **Curriculum Unit(s):** Performing/Listening/Assessing
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards)**:**
  Assessment of Professional Musicians
- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning)**:**
  Studnets will complete an assessment of the perofrmance

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
7AM 4/4	BA	Depart
10AM	Symphony Hall	BSO performs
Noon	Fire & Ice restaurant	Lunch (included)
2PM	Boston	depart
5PM	BA	Arrival Home

Approvals:

T Kessler Department Chair (High School Only)	_____ Date	☐ Approved	☐ Denied
Amy Bagale Principal	9/21/23 Date	☑ Approved	☐ Denied
 Assistant Superintendent	9/26 Date	☑ Approved	☐ Denied

Field Trip Cost Form

Date(s) of Trip: April 4

Event: Boston Symphony Orchestra HS day

Number of Students:

48

M&J Bus(es) ONLY

Estimated Hours for trip:
(Add 1 hour pre/post trip)

Number of Buses:

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		25
Miscellaneous Fees per student:		
Total admission and miscellaneous fees:		

Cost of Bus		1800
Total Field Trip ***Cost per Student:**		100

Additional Costs:

Number of Substitute Teachers	2 classes
Rate per Day Special Education costs	1/2 day Sub
Cost Associated if Nursing Required	
Total ***Cost to District:**	
Total ***Cost of Trip:**	

Alternate funding for trip provided by: Band Fund

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21